

CAREER OPPORTUNITIES WITH CIVIL SERVICE

ROME CIVIL SERVICE

ANNOUNCES

OPEN COMPETITIVE EXAMINATION

For

ENGINEERING TECHNICIAN #62465

ROME, NEW YORK 13440

Exam Date:	September 10, 2011
Last Filing Date:	July 27, 2011
Salary range (2010)	\$31,065.00 to \$40,526.00 per year

APPLICATION AND FEE:

A FIFTEEN dollars (\$15.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **CHECK** or **MONEY ORDER**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

RETURN CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in *cash* or with a *money order* in the *City of Rome Treasurer's Office*, Rome City Hall, First Floor, Rome, NY 13440

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The Eligible List resulting from this examination will be used to fill vacancies which may occur

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

Candidates are permitted to use a slide rule or non-programmable battery-operated calculator for this exam

RESIDENCY:

There is NO RESIDENCY REQUIREMENT to make application to the examination. Preference in certification for employment may be given to successful candidates who are residents of the City of Rome at the time of appointment.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

SUBJECTS OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Mathematics, including algebra, geometry and trigonometry:** These questions test for the ability to read, analyze and solve technician-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures, and basic trigonometric functions.
2. **Basic surveying and computerized drafting techniques:** These questions test for elementary knowledge of the principles, terminology, computations and proper practices involved in performing surveys of various construction projects and land areas, and the concepts, terminology and proper procedures to use when creating technical drawings utilizing computerized drafting software.
3. **Methods and materials used in the construction and maintenance of roads, bridges and other structures and facilities:** These questions test for knowledge of the proper procedures, materials and equipment used in the construction, reconstruction and repair of various types of public works projects, including such typical construction work as roadways, bridges, excavations, embankments, drainage structures, retaining walls and similar facilities.

4. **Understanding and interpreting engineering plans and descriptive specifications:** These questions test for the ability to read and analyze technical drawings and written technical presentations, and to perform related computations. Some technical knowledge of construction and estimating terminology and methods will be required.

5. **Land surveying principles and practices, including map interpretation:** These questions test for fundamental knowledge of the concepts, computations and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels and other contemporary field survey equipment; and for the ability to read, analyze and perform technical computations based on topographic and survey maps and site plans.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.state.ny.us/testing/localtestguides.cfm

DISTINGUISHING FEATURES OF THE CLASS: This position involves performance of elementary level technical work including inspections, surveying, drafting and design of engineering projects. The work is performed under direct supervision of a higher level engineer. This position differs from the position of Assistant Engineering Technician which uses a narrower range of engineering techniques requiring limited use of engineering theory. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates survey equipment such as electronic distance meter, level, theodolite, or transit for survey;
- Takes notes pertaining to survey measurements;
- Performs and checks calculations in connection with the reduction and plotting of field survey notes;
- Prepares reports of construction inspections for supervising engineers review in both tabular and narrative form;
- Participates in preliminary design of roads;
- Prepares drawings of Roads from computations or rough drafts;
- Records data, prepares records and maintains files necessary for the functioning of the Engineering Department;
- May prepare construction progress payments by evaluating construction for degree of completeness;
- May assist in the establishment of Right-of-Way by developing property maps and participating in negotiations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of algebra, geometry and trigonometry;
- Good knowledge of the procedures and instruments involved in surveying;
- Good knowledge of the procedures and instruments used in drafting;
- Working knowledge of the terminology and materials used in the construction and maintenance of roads;
- Working knowledge of the use and care of engineering instruments;
- Ability to perform trigonometric calculations;
- Ability to read engineering maps, blueprints, and sketches;

- Ability to understand written and oral instructions and specifications;
- Ability to write narrative reports;
- Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited college with an Associate's Degree in Civil Engineering, Architectural Engineering, or Engineering Technology; OR
- (B) Graduation from high school or possession of a high school equivalency diploma (GED), including completion of courses in algebra, geometry, and trigonometry and two years of full time paid experience involving design of highways, buildings, bridges or drafting or surveying, or construction inspection of highways, buildings or bridges; OR
- (C) Any equivalent combination of training and experience as indicated by the limits of (A) and (B) above.

APPLICATIONS:

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, ***in writing***, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

CROSSFILING: If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to **take all of the examinations at one site.**

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

DISABLED PERSONS: Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday)***, providing verifiable documentation of the reason.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

RELIGIOUS ACCOMMODATIONS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit will be granted**

after the establishment of the eligible list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office

***Rome Civil Service Office
Rome City Hall
Room 2B
198 North Washington Street
Rome, NY 13440
(315) 339-7609 OR (315) 339-7662
Monday – Friday 8:30 AM to 4:30 PM
www.rome-ny.gov***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure ***EVERY*** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.

~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~

Issue Date: 6-13-11
Prepared by Dawn Andrews

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